

**From:** Anglin, Pamela - RD, Columbia, MO  
**Sent:** Thursday, March 15, 2012 9:52 AM  
**To:** Anglin, Pamela - RD, Columbia, MO  
**Cc:** ug-MO-rd  
**Subject:** Missouri is Centralizing the Single Family Housing Guarantee Origination and Closing Process  
**Importance:** High

Good morning Lenders,

The Origination/Closing Process will be changing for Missouri effective APRIL 2, 2012!

Please read this announcement from the beginning all the way to the end. Please forward and share this information with all of your colleagues. **THANK YOU!**

As notified in an email February 17, 2012, Missouri is implementing a centralized system to process loan originations and closings for our Guaranteed Rural Housing Loans effective April 2, 2012. We will work on files on a statewide basis rather than area wide basis. All complete files will be processed in date and time order that they are received. A file is not considered complete until all the correct documents are received.

Missouri's Guaranteed Housing Coordination Team will be responsible to oversee the "Team" which we have assigned to process the loan originations and closings state-wide. The Coordination Team will answer any questions you may have which will allow the team to provide quicker service to you as our customer. You may contact them at: [ra.grhlenderquestions@mo.usda.gov](mailto:ra.grhlenderquestions@mo.usda.gov) with any questions. Their phone number is: 660-584-8732.

We have established one physical mailing location that you can submit manual applications, closing papers and guarantee fees to. The address is:

USDA, Rural Development  
120 W 19<sup>th</sup> St., Ste 102  
Higginsville, MO 64037-1509

We have established two state-wide e-mail boxes for you to utilize. One is for the originations and one is for closings. You may submit hard copy packages to the Higginsville Office listed above. **However, we would prefer for you to utilize the e-mail boxes.** This will enable us to process your application and provide your Conditional Commitment/Loan Note Guarantee quicker. Please list the Borrowers full name in the subject line of your email.

**Originations must only** include the **attached Loan Origination Checklist and appropriate documents.** Sending unnecessary additional documents will slow down the process and will be returned to you for re-submission. The e-mail box for loan originations is: [ra.grhorigins@mo.usda.gov](mailto:ra.grhorigins@mo.usda.gov). When submitting by email, password protection will need to be utilized. As a reminder, you will need to provide us with your password to enable Rural Development to access your email.

**Closings** must include the **attached Loan Closing Checklist**. The e-mail box for loan closings is: [ra.grhclosings@mo.usda.gov](mailto:ra.grhclosings@mo.usda.gov). When submitting by email, password protection will need to be utilized in order for us to receive your documents.

The **guaranteed closing fee checks** will need to be submitted to the Higginsville Office address above. Please indicate the name of the borrower and Rural Development Borrower ID (located on the Conditional Commitment) on the check. (If you have been approved for pay.gov, you will continue to submit your guaranteed fees as you have been.)

**NO** questions or file status emails should be sent to the origination submission email box or the closing email box. Please coordinate within your mortgage division/company that only the underwriter will contact the Rural Development Guaranteed Housing Coordination Team for file issues/problems on submitted files.

Approved lenders need to make sure that they keep their brokers informed of the loan status and notify the broker when the Conditional Commitment is received. This will also reduce the telephone calls/emails to the RD Guaranteed staff. Please do not have the brokers, applicants, or realtors call on files or for duplicate Conditional Commitments. This will speed up the Rural Development review process.

If you have already received your Conditional Commitment on a loan application, you will need to send the closing package and guaranteed fee to the person/office that issued the Conditional Commitment.

The centralization is just for the new submissions received beginning April 2, 2012.

In December 2011, Rural Development received a population waiver for the counties of Newton and Jasper to be able to fund Guarantee Loans in the Joplin area which was hit by the tornado in May 2011. This waiver will last till the end of this fiscal year which is Sept 30, 2012 or if the funds are exhausted, whichever will come first. At the time, the waiver was received, Rural Development set up two different locations for just Joplin applications to be submitted which would expedite the processing of those Guarantee Loans. Effective, **April 2, 2012**, this process will be changed to the new centralized delivery system and those applications will be processed by the team. You will need to submit the applications through the origination email account or manuals be mailed to the physical location of Higginsville, Missouri.

We will be updating our Guaranteed Lender/Homeowner Website with the above information and forms.  
<http://www.rurdev.usda.gov/MO-grhpage.html>

We look forward to working with you on this new endeavor and anticipate a smooth transition. We know you will appreciate a more streamlined and efficient system of processing of the guarantee loans. Thank you for your participation in Missouri's Guaranteed Rural Housing Program.

(2 Attachments: Loan Origination Checklist and Loan Closing Checklist)

**MO Guarantee Files**  
 Submit origination files to: [ra.grhorigins@mo.usda.gov](mailto:ra.grhorigins@mo.usda.gov)

RD AN No. 4575 (1980-D) – Attachment B  
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*Rural Development – Guaranteed Rural Housing*  
**Lender's Origination Submission Checklist**

Date: \_\_\_\_\_ | Applicants: \_\_\_\_\_ | Lender: \_\_\_\_\_

GUS ACCEPT	MANUAL UNDERWRITING [Includes GUS Refer/Refer with Caution]	LENDER CREDIT DOCUMENTATION <i>Note: The lender is responsible for maintaining all required documents in the lender's permanent file subject to review by Rural Development.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Form RD 1980-21, "Request for Single Family Housing Loan Guarantee:</b> <input type="checkbox"/> Completed and executed by all borrowers and lender.
	<input type="checkbox"/>	<b>Underwriting Analysis</b> (FNMA 1008/FHLMC 1077 or similar) <input type="checkbox"/> Confirmed/executed by Underwriter <input type="checkbox"/> Credit waiver documented by Lender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Include documents supporting compensating factors. <u>Note:</u> Waiver required for files that do not qualify for streamlined documentation. <input type="checkbox"/> Ratio waiver request documented by Lender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Buydown? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A [Include documents supporting compensating factors.] <u>Note:</u> GUS ACCEPT loan files with a quality control message requesting a full documentation file submittal <u>do not</u> require a credit or debt ratio waiver.
		<b>GUS Underwriting Findings and Analysis Report</b> <u>Note:</u> Reviewed electronically. Not required to print for Rural Development. Last final submission to be printed, retained in lender's permanent loan file.
	<input type="checkbox"/>	<b>Uniform Residential Loan Application</b> (URLA – FNMA 1003/FHLMC 65) <u>Note:</u> Review URLA electronically for a GUS /ACCEPT. Not required to print. <input type="checkbox"/> Executed by the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Executed by interviewing lender? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<b>Credit Report</b> <input type="checkbox"/> Within 120 days of loan closing (purchase existing) <input type="checkbox"/> Within 180 days of loan closing (new construction)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Income Verification</b> <input type="checkbox"/> Within 120 days of loan closing (purchase existing) <input type="checkbox"/> Within 180 days of loan closing (new construction) Household income from other adult members: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<b>Income Calculation – Annual/Repayment</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Evidence of qualified alien</b> (If the applicant is not a US citizen) The use of SAVE is strongly encouraged to confirm. Contact Rural Development.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Uniform Residential Appraisal Report (URAR)</b> FNMA 1004/FHLMC 70 <input type="checkbox"/> URAR contains 1004 MC (Market Conditions Addendum) <input type="checkbox"/> Within 180 days of loan closing (updates in value required) <input type="checkbox"/> Clear photos
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEMA Form 81-93, "Standard Flood Determination Form"</b>
	<input type="checkbox"/>	<b>Sales Contract</b>

**MO Guarantee Files**  
 Submit all closing files to: [ra.grhclosings@mo.usda.gov](mailto:ra.grhclosings@mo.usda.gov)

*Rural Development – Guaranteed Rural Housing*

**Lender's Loan Closing Submission Checklist and Cover for Guarantee Request**

DATE: \_\_\_\_\_ Borrower(s): \_\_\_\_\_

**Lender:** \_\_\_\_\_

**Lender Contact information** [Contact with information regarding questions on the closing package, missing conditions or corrections]

**Name:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Loan Note Guarantee Delivery - Deliver completed Loan Note Guarantee to:**

**Regular mail delivery:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Electronically by E-mail:**

**Attn:** \_\_\_\_\_

LOAN CLOSING Check Enclosed	LOAN CLOSING Closed with pay.gov No Check Enclosed	LENDER LOAN CLOSING DOCUMENTATION [See §1980.363 of RD Instruction 1980-D] <i>NOTE: The lender is responsible for maintaining all required documents in the lender's permanent file subject to review by Rural Development.</i>
<input type="checkbox"/>		<b>Form RD 1980-19, Loan Closing Report</b> <input type="checkbox"/> Completed and executed by lender
<input type="checkbox"/>		<b>Guarantee Fee</b> <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance Payable to USDA or Rural Development
<input type="checkbox"/>	<input type="checkbox"/>	<b>Form RD 1980-18, Lender Certification</b> <input type="checkbox"/> Completed and executed by lender <input type="checkbox"/> Include any Attachment to Form RD 1980-18, if applicable <input type="checkbox"/> Attach documentation of required conditions, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>Promissory Note, copy</b> Loan Amount on Promissory Note is equal to requested guarantee on Conditional Commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No [if No, modifications to Rural Development's data base will be required.] Interest rate on Promissory Note is equal to or less than requested rate issued on Conditional Commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No [if No, and ratios exceed thresholds, provide compensating factors to support rate increase. Also provide rate lock date information.]
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final HUD-1 Settlement Statement, copy</b>

Thank you for your participation in Missouri's Guaranteed Rural Housing Program.

***Pam Anglin | Housing Program Director***

Rural Development

U.S. Department of Agriculture

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[www.rurdev.usda.gov/mo](http://www.rurdev.usda.gov/mo)

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"Estamos dedicados al futuro de las comunidades rurales"

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